

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



June 18, 2007

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☒ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

ALL COUNTY LETTER NO. 07-24

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE TO WORK COORDINATORS

SUBJECT: COUNTY TEMPORARY ASSISTANCE FOR NEEDY FAMILIES
(TANF) WORK PARTICIPATION DATA REPORTING

REFERENCE: ALL COUNTY LETTER (ACL) 07-05, DATED January 16, 2007

The purpose of this letter is to provide further instruction and clarification for reporting county-specific work participation data to the California Department of Social Services (CDSS). ACL 07-05, which was released January 16, 2007, gave instructions on reporting this data via the web-based tool (E2Lite) or the comma separated values (CSV) file (E2Lite automated). This letter provides additional information, as well as responses to questions that CDSS has received from counties following the release of ACL 07-05.

The instructions in ACL 07-05 excluded drug and fleeing felons from the definition of work eligible. Since the release of ACL 07-05, additional guidance regarding California's Work Verification Plan has been received from the federal Department of Health and Human Services. That guidance specifically prohibits the exclusion of drug and fleeing felons from the definition of work-eligible. Therefore, effective with the June 2007 sample, drug and fleeing felons are considered work eligible individuals.

Attachment 1, Questions and Answers About County Work Participation Reporting, provides responses to questions that CDSS has received from counties following the release of ACL 07-05. These responses are consistent with the current Work Verification Plan and interim final TANF rules. Additional ACLs with questions and answers will be issued on an on-going basis.

Attachment 2, E2L Transmission Schedule, provides the dates the completed reports are due to CDSS, which is 75 days after the end of the sample month. Due dates that fall on a Saturday or Sunday are enforced the following Monday.

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The information in this ACL is consistent with the federal regulations released on June 29, 2006 (71 Federal Regulation 37454-37483, June 29, 2006) and California's revised interim Work Verification Plan, which was sent to the Office of Family Assistance on February 28, 2007. The release of the final federal regulations is still pending, as is the approval of the State's final Work Verification Plan. These instructions may change based on final federal regulations and changes to the Work Verification Plan. CDSS anticipates changes in the federal regulations in the areas of drug and fleeing felons. Counties may choose to modify data on these individuals in the future, so it is suggested that these cases be flagged.

If you have any questions, you may contact your County Work Participation county consultant.

Sincerely,

Original Document Signed By:

ERIC FUJII
Deputy Director
Administration Division

Attachment

C: CWDA
CSAC

Questions and Answers About County Work Participation Rate (WPR) Reporting

Sample

1. When is the secondary supplemental sample due? The secondary supplemental sample is due at the same time the primary sample (75 days from the end of the sample month). There should be far fewer cases in the supplemental sample because this sample includes only cases that were aided in the sample month, but were not granted when the primary sample was pulled.

2. When is the sample selected from Medi-Cal Eligibility Data System (MEDS)? The sample is pulled from MEDS on approximately the 26th of each month.

3. How will we know if it is a supplementary review case? A case in the supplemental sample can be identified by the last three numbers of the review number, which will be 800-899.

4. Are Foster Care and Kinship Guardian Assistance Payment (KinGAP) cases included in the sample? KinGAP cases are included in the sample because they are funded with Temporary Assistance for Needy Families (TANF) funds. However, these cases would not be included in the rate calculation because they do not receive a California Work Opportunity and Responsibility to Kids (CalWORKs) cash grant. Foster Care cases are only included because another person in the same case number is receiving a CalWORKs grant. The answer to question two would be “no” and that would end the survey for that individual case.

5. Why are cases with aid code 38 included in the sample? Based on our experience with Q5 data, cases with this aid code often include individuals other than those discontinued from CalWORKs and awaiting an eligibility determination for Medi-Cal. For this reason, these cases often contain individuals who should be included in the sample. If a case is truly an aid code 38, the answer to question two “Did the AU receive a CalWORKs grant in the review month?” would be “no” and the survey for that case would be complete.

6. My county has many dropped cases. Will that be a problem at the end of the year when we don’t have enough cases in our sample? Only cases that do not receive a grant in the sample month are considered dropped cases for the purpose of the county sample. Cases that do not have a work-eligible adult are

not counted in the work participation rate, but they do count in making the sample statistically valid.

7. The percentage to be reviewed is higher for small counties than for larger counties. Why does a small or medium county have to review so many cases every month? Sample size is primarily dependent on the sample reliability (or sample precision) that State policymakers will accept with respect to the results. This establishes the basic number of required samples. It is less dependent on the actual size of the population from which the sample is drawn (in this case, TANF caseloads). There is a reduction in the number of required samples for smaller populations, called the “finite population correction”, but it is very small.

So it is true that the required sample size is often not much different for large and small counties. Therefore, the smaller population, the higher percentage of that population must be sampled in order to achieve the desired precision.

8. Can a case be pulled for the sample two months in a row? Yes, this is possible especially in counties with smaller caseloads.

Excused absences

9. Is the 12 month period for excused absences a set, fiscal or rolling 12 months? This is a rolling 12 month period. For example, if the sample month is October 2006, the 12 month period would be November 2005 through October 2006. If the sample month is November 2006, the 12 month period would be December 2005 through November 2006.

Documentation

10. How do we document hours of self-employment? Self-employment hours are verified primarily using information reported by the participant on the QR 7, which is signed under penalty of perjury, and/or other documents provided by the recipient and maintained in the case file. Recipient eligibility and benefits for the quarter are based on information provided on the form. Evidence must be submitted with the QR 7 form to verify the reported information provided by the recipient and documented in the case file. Reports of income and expenses are used to determine the recipient’s TANF eligibility and grant amount. Net self-employment income is determined by offsetting monthly business expenses, evidenced by receipts submitted by the participant, against monthly gross income from self-employment. Based on current CalWORKs eligibility rules, the recipient may choose either actual costs of producing self-employment income or a standard deduction of 40 percent of gross earned income, which will be reported as business expenses for federal data reporting purposes. For self-employed individuals, the maximum number of countable hours is determined by dividing the net self-employment income by the federal minimum wage.

11. How do we document job search? Actual hours of participation are documented using time sheets, attendance records and similar documentation made available at least monthly by the service provider and/or participant and maintained in the case file.

For unsupervised job search and job readiness assistance that is not supervised on a daily basis due to the nature of the activity, the individual must communicate and/or discuss his or her participation on a regular basis with a service provider or case manager to ensure that he or she receives support and direction in the activity. A county may require additional verification of activities, which may include such documents as job contact logs that provide sufficient information to document the job search activity, mileage logs, or other documentation included in the case file.

12. On the CalWORKs Information Network (CALWIN) system, we have the income budgeted, but there is no income verification. Can we accept this as the income and that they are employed since the Eligibility Worker would not have recorded it without supporting documentation and it affects the grant amount. This is important because the hard copy may have been scanned, but can not be found now. The hours must be supported by documentation and must be verified or they can not be reported toward the federal requirement. The evidence of employment that is used to project hours must be verified when the QR7 is received and must be maintained in the case file. Otherwise, the hours can not be projected.

13. If a county is able to do the comma separated values (CSV) file, do we still need documentation? Yes, regardless of whether the county uses E2Lite (E2L) or the CSV, any participation information reported, including hours of participation, must be documented in the case file.

14. Can the State develop a form to report/document activities? CDSS has not decided to develop a State form at this time. Instead, CDSS will maintain the current process, which allows counties the possibility to develop their own forms that meet county specific needs and unique provider relationships.

Reporting Hours

15. What is the definition of “head of household”? There is not a definition for CalWORKs purposes, other than the Food Stamp definition. Manual of Policies and Procedures (MPP) 63-402.5 states that the County Welfare Department (CWD) shall permit the household to designate a responsible household member to serve as head of household. For CalWORKs, the head of household is commonly known to be the payee for the case.

16. Can we switch the order of the two parents? The State sample shows the aid code as 35. We later find out that it should be a 30 aid code. The first person is truly excluded (such as Supplemental Security Income [SSI]), and the second parent is work- eligible. Can we leave the second parent as the second parent or do we need to switch? No, E2L requires reporting on the head of household first (even if it is an adult receiving SSI) and then on the other parent or adult in the home. If the aid code is incorrect, we encourage counties to change the aid code so the county systems and MEDS are as accurate as possible. The county should change the aid code in the county automated systems before reporting in E2L to ensure MEDS is accurate in the future.

17. The Overview of TANF changes, page six, first bullet, says we can use QR 7 to project three months forward. But on page four, fourth bullet, it says we must have verification prior to counting the hours. Do we still need verification for each month if we project based on the QR 7? No, verification for each month is not necessary. The hours of participation in unsubsidized employment may be projected based on current, documented, actual hours. Generally, this information will be obtained using pay stubs and/or information reported through the QR 7 process and/or other sources such as time and attendance records signed by the employer. Documentation must be submitted with the QR 7 form to verify the reported information. If an individual reports employment information on a QR 7 that meets the federal hourly requirements of 20, 30, or 35 hours, those hours of employment may be projected as participation for three months, consistent with the eligibility determination for that same period of time. If an individual reports a change in work hours mid-quarter, the average weekly projected hours must be recalculated for purposes of participation.

18. If a participant does less than the required number of hours computed when adding the cash grant and food stamps and dividing by the minimum wage, does 20 hours still get deemed? No, hours will only be deemed for work experience or community service when the individual has participated for the number of hours determined by the Fair Labor Standards Act calculation described in ACL 07-05, Attachment 2, Page 3.

19. If job search goes over the four or six weeks, where do we put the hours? If the individual has exhausted the four or six-week limit for job search/job readiness assistance in a fiscal year, the hours are not federally countable. In this situation, zero hours are counted.

20. Do we only enter the countable hours? Yes, if hours of participation are not countable, such as hours over the job search limit, enter zero, but note in the comments box why the hours were not countable.

21. ACL 06-06 was effective July 1, 2006. Does that mean someone who has received vocational education already, may receive it again for 12 months? Or is this for new participants in vocational education? For federal data reporting purposes, the 12-month limit on Vocational Education was effective December 1, 1996.

22. Do we enter Mental Health, Domestic Abuse and Substance Abuse in both Job Search/Job Readiness and Mental Health, Domestic Abuse and Substance Abuse? Questions 22-24 (Mental Health Services) states “and the actual treatment hours will count in Job Search and Job Readiness Assistance.” Is this true even after the four consecutive and six weeks total in a federal fiscal year? Or can we move the activity on the activity type, as a separate activity after the job search and job readiness has ended? If the participant has not reached the four or six-week time limit, it is entered in both. If the participant has reached the six-week time limit, and there are no countable hours for Job Search and Job Readiness Assistance, the hours in number 21 are zero and the actual hours of participation in Mental Health, Domestic Abuse or Substance Abuse would still be included in questions 22, 23 and 23 and/or 47, 48 and 49. If an individual can meet the hourly requirement without counting Job Search/Job Readiness hours, the limit does not apply.

Numbers 22-24 and 47-49 are for Pay for Performance data elements (and are not used for calculating the county federal work participation rate), so the information must also be provided here.

23. Does Satisfactory School Attendance include CalLearn head of households? Do CalLearn teens meet the definition of Satisfactory School Attendance? Satisfactory school attendance requirements apply only to teen parents who are the head of household (which may include CalLearn participants). Making satisfactory progress in secondary school is the activity in which most teen parents would participate if they do not have a high school diploma or equivalent. All countable hours of participation should be recorded if documented in the case file.

24. What population is in the category Providing Child Care? This federally allowable activity is rarely used in California. An individual would only be counted in this activity when he or she is providing child care to enable another individual to participate in community service, but is not being paid to do so. A parent in a two-parent case who cares for his/her own child while the other parent participates cannot be counted.

25. Dividing the total number of hours for the month by 4.33 sometimes results in a fraction. Is this correct? Yes, a fraction may result from the calculation. However, hours of participation continue to be rounded up to the next whole number.

Grant amount

26. Is a grant less than \$10 considered a grant received? Yes, cases that receive a grant less than \$10 are considered to have received a grant for the sample month. If, for example, they were eligible for a grant of \$4.00, enter 4 as the grant amount received.

27. Is the client considered to have received a grant, when she/he should have but did not, and was later issued a supplement? What is considered the grant received when a supplement for the review month is issued after the review month? Yes, in this situation this case would be included in the supplemental sample. The grant amount would be the total amount of the grant received for the case for the sample month. Add both the original payment and the supplement together for the total grant amount received.

Access to E2L/CSV

28. Can a supervisor work a case and approve it? Can a supervisor assign a case to themselves? In order for a supervisor to assign a case to himself/herself, a supervisor would also need a worker login. Then the supervisor could assign the case to himself/herself as a worker and complete the survey. Then, logged in as a supervisor, he or she could approve the review.

29. How many users can be on at one time? There is no limit to the number of users that can be logged on to E2L at one time, but they all must have logins and passwords to gain access.

30. Can counties upload partial files? Partially completed surveys may not be uploaded because the survey is not considered complete.

31. We're CALWIN and we don't know where all the data is. Can we pull some and manually enter the rest? At this time, counties need to use either the CSV or the survey; but will not be able to go back and forth between the two tools. So in this situation, your county would benefit from using the CSV (or E2La).

32. Can we get the minimum entries required in a flat file? The data dictionary is located, along with the specifications and skip patterns, at <https://secure.dss.cahwnet.gov/admin/rad/e2laspecs/>.

Sanctions

33. Is question number 12 less than three months or three months or less? In the column SFM_3months – is this sanction less than three months or more than three months? The instruction is correct. It is three months or less

in the previous 12 months. The question is in the process of being modified in E2L to provide that clarification.

34. Are two-parent cases disregarded for three months for each parent, for a total of six months? No, according to ACL 07-05 and consistent with the federal data reporting requirements, this is a combination of both parents' months of sanction. A case (or family) can only be disregarded when all family members have been sanctioned for no more than three months within the preceding 12-month period.

35. If a sanctioned person who is not reporting to Welfare-To-Work is working, do we enter them as doing an activity if it is reported on the QR 7 that they are working? Countable hours of participation should be reported for sanctioned individuals as long as the hours are documented in the case file. Currently, hours for a sanctioned individual cannot be included. The skip pattern in E2L and CSV is currently being changed to allow hours to be counted for sanctioned individuals.

Work-eligibles

36. What is the difference between aid code 35 and a two-parent family? Aid code 35 is for two-parent cases which consist of two aided non-disabled, natural or adoptive parents of the same minor child living in the home, unless both are minors and neither is a head of household. A two-parent family for federal data reporting purposes as a result of the Deficit Reduction Act exists when there are two work-eligible, natural or adoptive parents of the same minor child living in the home, unless both are minors and neither is a head of household.

37. Should an aid code 35 case with an individual receiving State Disability Insurance (SDI) still be considered two-parent? Is receipt of SDI verification enough or do we need a completed incap form? If one parent is receiving SDI, it is not a two-parent case (aid code 35) for CalWORKs purposes because the parent meets the requirements of MPP 41-430 for physical or mental incapacity. However, this individual is still considered work-eligible for federal data reporting purposes so it's a two-parent case for federal purposes.

38. If a household consists of the child and the child's grandparents (who are not aided and receive SSI), are the grandparents considered as work-eligible? No, they are not work-eligible because they are non-needy caretaker relatives, not the parents, and receive SSI.

39. Are Non-Needy Caretaker Relatives work-eligibles? A non-needy caretaker relative is not a work-eligible individual. Questions eight and nine would be answered "no" and that would end the survey for that individual.

40. Do we complete reviews for SSI parents like we did for child only cases? Every case identified in the sample must have a survey completed in E2L or the same information provided in the CSV file. Parents receiving SSI are not work-eligible individuals. Questions eight and nine, related to the individual being work-eligible would be answered “no” and that would end the survey for that case.

41. Why are drug and fleeing felons excluded from the definition of a work-eligible? These individuals were excluded from the definition of work-eligible in the State’s initial interim Work Verification Plan (WVP). However, additional guidance regarding WVPs has been received from the federal Department of Health and Human Services recently that prevents states from excluding drug and fleeing felons from the definition of a work-eligible at this time. Therefore, effective with the June 2007 sample, counties must include a drug and fleeing felon as a work-eligible individual.

42. A common case is a parent with children whose other parent is absent. This parent lives with someone and has a child with that person. The aid is for the mom and child with the absent parent. That other parent is employed full time so the parent and the child in common are not aided. Is this other parent work-eligible and would their hours count toward the required participation? The other parent is not a work-eligible person because their child in common is not aided. The hours of participation for that individual would not count toward the participation requirement.

43. Are cases with aid codes 3A & 3C (timed out individuals) considered aided? If participating, do we put in their hours? Timed out individuals are not aided, but may be work-eligible (see the definition of work-eligible). If the hours of participation by the work-eligible individual can be documented and verified, they should be entered in E2L.

44. E2L has a field A2_Reason_Not_Aided do we enter whether it is Child Support or WTW or do we enter any other reason? E2L does have a field that asks a question about the reason the individual is not aided. Questions 11 and 36 specifically ask if the reason the individual is not aided is due to a WTW sanction. The response to this question requires a “yes” or “no” response in order to complete the data collection process.

45. How do we capture participation hours for a step-parent? These hours of participation would be captured after question 33, which asks if the second adult is a work-eligible member of this CalWORKs assistance unit.

46. How are CalWORKs exemptions considered when calculating the work participation rate? In general, individuals with a CalWORKs exemption are included in the federal rate. They are considered to be meeting the requirement

if they participate in allowable activities for the required number of hours per month.

47. Is age a factor in caring for a disabled family member? Is this limited to caring for children? No, the disabled family member can be either an adult or child; however, the adult or child must meet the definition of family member, meet the criteria for being considered disabled and not be attending school full-time.

48. Do we need verification of disability for caring for a disabled family member? Yes. Disabled means the individual is receiving benefits from State Disability Insurance, Worker's Compensation Temporary Disability Insurance, In-Home Supportive Services, or the State Supplementary Program. For adult family members, disabled also means the individual is temporarily disabled and the disability is expected to last at least 30 days and significantly impairs the individual's ability to be regularly employed or participate in activities. For family members who are children, the disability significantly impairs his or her ability to participate in school activities. In addition to providing verification from a doctor of his or her disability, the individual will be required to actively seek treatment, if appropriate, as verified by a doctor. The disabled family member, as well as the adult who is caring for them, must not be attending school full-time.

49. We have a two-parent case, with one parent work-eligible and the other not (caring for a sick family member). How many hours is the work-eligible parent required to do? If there is only one work-eligible parent, this is not a two-parent case for federal data reporting purposes. The parent who is caring for an ill family member is not work-eligible. The work-eligible individual is required to participate 30 hours per week (averaged monthly).

50. When entering data on two-parent cases, and one parent is exempt from CalWORKs WTW for care of a child under one, how do we enter it because question five says enter date of birth for the youngest child, but this is only allowed on one-parent households? Question five is used to determine whether a case containing a single custodial parent is eligible to be disregarded from the All Families rate or is only required to participate for 20 hours a week. Question five does not apply to two-parent cases.

51. We have a case with 35 aid code with one parent in CalLearn. She would be excused. Should the second parent be treated as a single parent case? No, if the teen parent is the head of household, and both parents are work-eligible, this case would be a two-parent case as long as they have a child in common.

52. When answering "no" to question one, why does question 33 and 34 still come up because they should be NA at this point? Responding "no" to question one means the case is not a two-parent case; it is an all families case. There could be another adult in the home who may be work-eligible.

Determining Hours of Participation

53. If a family only receives assistance for part of the month, and they receive the assistance in the month, how many hours do they have to do in that month? For months of partial aid, the individual is required to participate for each full week that the family actually receives assistance. For example, if the application was received on March 15th and approved on March 25th, the family would be required to participate for both of these weeks (March 15th and March 25th) to be counted in the work participation rate.

54. If a family receives retroactive cash assistance, are the adults in the case required to participate the entire retroactive period? No, the State has selected the option to include a family in the sample only for the month the family actually receives the assistance. For example, if a family applies for assistance on March 25th and the county approves the application on April 14th to cover assistance for March and April, the case would not be included in the March sample. However, the case must be included in the sample for the month of April because the family's application was granted and assistance was received in April. Since the case is aided for the entire month of April, he or she is required to meet the work requirements for the entire month, as long as there are work-eligibles in the case.

If a family is aided for the entire month, but the individual only participates for part of the month, the average weekly hours are computed by dividing the total number of hours for the month by 4.33 to determine the average weekly hours (averaged monthly).

55. The dollar amount is budgeted in the CalWIN system, but we do not know the wage they are paid. Do we divide the monthly dollar amount by the wage to determine the amount of hours? No, the actual number of hours of employment must be reported, documented and verified.

56. Is 20 hours still the requirement for a single custodial parent with a child under six years old? Yes, this hourly requirement has not changed; however, the hours must be in core activities.

57. How do you determine the age of the youngest child if their birthday is in that month? For example, are they still eligible for the disregard for a child under 12 months, if they turn one in that month? The child's age as of the first day of the sample month is used to make this determination.

Editing the Survey

58. When the worker needs to edit a survey in E2L, does it take you to where you left off? If the worker "saved and quit," and returned later to the survey, he or she would be returned to the last question for which a response

was provided. But if the worker finished the survey and is editing, it would take him or her back to the beginning of the survey.

59. How do we get a case back for changes? Although cases may be updated over the course of a federal fiscal year, this functionality is currently under development. CDSS is currently working on a procedure that will allow the return of a case to counties for updating and will inform counties when the functionality is available.

60. If entered incorrectly, can you go back and correct information? If I do the survey, but the next day want to change the answers, can I do that? If the survey for the case has not been sent to the supervisor for approval or been approved by the supervisor, the worker may edit a survey. If the case has been approved, the county will need to follow the procedure for resubmittal of data once it is developed.

Pay for Performance

61. Is Pay for Performance based on both E2L and Q5i samples? Yes, there are data elements for Pay for Performance in both Q5i and E2L. The E2L sample (which also includes Q5 cases) system will be used for calculating Pay for Performance Measure 2 for each county.

62. What is the purpose of question 14, which asks if the head of household was verifiably exempt from participation in CalWORKs WTW activities for the review month? Question 14, (as well as 22, 23, 24, 39, 47, 48 and 49) are for Pay for Performance Measure 2 purposes only. Refer to ACL 06-42 for additional information on Pay for Performance.

Rate

63. How is the rate calculated – monthly or cumulative? A monthly rate will be calculated for each county and the county's annual rate will be the average of the 12 monthly rates. This rate is not statistically valid until a full sample (12 months) of information is received by CDSS.

64. If one parent has 25 core hours and the second parent has 14 non-core hours, how do we count this? Do we combine the two together and consider them having met, or do we count them separately? In the survey or the CSV, each individual's participation hours are reported separately. If the case meets the criteria of a two-parent case, the hours will be combined to determine if the case met the two-parent participation requirements when calculating the work participation rate. However, for determination of the All Families work participation rate, the hours of participation for two-parent cases are not combined.

Miscellaneous

65. Do we fill in Eligibility Worker District Office (EWDO) if we don't use it? Is this current worker or who held the case during the review month, or does CDSS want the WTW case manager district number? This information is not entered by the county. This information is in the pre-populated information for the case when the sample is pulled from MEDS. It is the eligibility worker district office for the case and is for case identification purposes only.

66. Is that a typo about the Food Stamp allotment less than \$180? Yes, the correct limit is \$2,000. This has been corrected in the survey.

67. Why do we have to do all this work, when the Interim Statewide Automated Welfare System (ISAWS) should be able to do it for us? Any county can use the CSV tool and run the sample through the county's automated system to collect actual hours of participation. However, based on our experience with reporting of work participation information, many counties are able to increase the work participation rate significantly by also including information obtained through matches with the National Directory of New Hires (NDNH) or Income and Eligibility Verification System (IEVS), as well as additional information from the Employment (or welfare-to-work) workers, or verifiable information from the service providers or individuals.

68. Has anybody brought up putting in individual Eligibility Worker (EW) numbers so we can track EW rates? Some counties use this information to track recipient participation by worker. However, because the information is based on a sample of cases, it may not be representative of all the workers in each county.

69. If we verify the 20 core hours each week, do they meet the standard? Or do we need to take the total core hours for the month, divide by 4.33? The hours per activity for the month must be totaled and divided by 4.33 to obtain the weekly hours averaged monthly.

70. Can we make a survey form or review checklist using the same questions on the survey for our own use? Yes, some counties have already made their own review checklists. Please note that workers can print a blank survey from the "View My Cases" screen to use to collect the information for the case prior to entering the information into the survey or CSV.

71. For questions that do not apply to an individual case do we leave blank or enter Y or N or NA? Questions cannot be left blank; they should be answered "Yes" or "No" or "Y" or "N". Because of the skip pattern, questions that do not apply to a case, based on responses to previous questions, will not be asked.

72. When an individual is given good cause for not participating how will that information be entered in the questionnaire? Information about good cause is not entered in the survey. Good cause for not participating is not applicable for federal data reporting purposes because the individual is still included in the TANF work participation rate.

Attachment 2

E2L DATA TRANSMISSION SCHEDULE

SAMPLE MONTH	DUE TO CDSS	
October 2006	January 14, 2007	*
November 2006	February 13, 2007	*
December 2006	March 16, 2007	*
January 2007	April 16, 2007	*
February 2007	May 14, 2007	
March 2007	June 14, 2007	
April 2007	July 16, 2007	
May 2007	August 14, 2007	
June 2007	September 13, 2007	
July 2007	October 15, 2007	
August 2007	November 14, 2007	
September 2007	December 14, 2007	

* Due date extended to August 31, 2007